



## ACCESSIBILITY POLICIES

Policy # HR011-1  
November 1, 2015

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### Statement of Commitment

The Aga Khan Museum (AKM) endeavours to provide its services and programs in a way that respects the independence and dignity of all persons and encourages integration and equality of opportunity. AKM is committed to preventing, identifying and removing barriers that impede the ability of persons with disabilities to access our services and programs. This includes members of the public, suppliers, employees and volunteers and is an integral part of our commitment to a diverse and inclusive workplace and community.

The following policy as required by the Accessibility for Ontarians with Disabilities Act, 2005 will guide our commitment to improving accessibility by outlining practices and procedures to help identify and remove barriers that impede a person's ability to access our services and programs.

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### Accessibility Standards for Customer Service Policy

#### Intent

This policy is intended to meet the requirements of Accessibility Standards for Customer Service, Ontario Regulation 429/07 under the Accessibility for Ontarians with Disabilities Act, 2005, and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by AKM shall follow the principles of dignity, independence, integration and equal opportunity. AKM reserves the right to amend this policy from time to time.

#### Definitions

Assistive Device – Is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability – The term disability as defined by the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;



- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Guide Dog – Is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the Blind Persons' Rights Act, to provide mobility, safety and increased independence for people who are blind.

Service Animal – as reflected in Ontario Regulation 429/07, an animal is a service animal for a person with a disability if:

- It is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- If the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Service Dog – As reflected in Health Protection and Promotion Act, Ontario Regulation 562 a dog other than a guide dog for the blind is a service dog if:

- It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- The person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person – As reflected in Ontario Regulation 429/07, a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

## **Guidelines**

In accordance with the Accessibility Standards for Customer Service, Ontario Regulation 429/07, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities;
- B. The Use of Assistive Devices
- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents



## **A. The Provision of Goods and Services to Persons with Disabilities**

AKM will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

## **B. The Use of Assistive Devices**

### **Customer's Own Assistive Device(s)**

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by AKM.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

### **Assistive Devices Provided By AKM**

Wheelchairs are available on a first come, first serve basis and upon request, to assist customers in accessing our goods and services.

## **C. The Use of Guide Dogs, Service Animals and Service Dogs**

A customer with a disability that is accompanied by a guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

### **Food Service Areas**

A customer with a disability that is accompanied by a guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the Health Protection and Promotion Act, Ontario Regulation 562 Section 60.

### **Exclusion Guidelines**

If a guide dog, service animal or service dog is excluded by law, (see applicable laws below) AKM will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).



### **Applicable Laws**

The Health Protection and Promotion Act, Ontario Regulation 562 Section 60, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

### **Recognizing a Guide Dog, Service Dog and/or Service Animal:**

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, AKM may request verification from the customer.

Verification may include:

- A letter from a physician or nurse confirming that the person requires the animal for reasons related to the disability;
- A valid identification card signed by the Attorney General of Canada; or,
- A certificate of training from a recognized guide dog or service animal training school.

### **Care and Control of the Animal:**

The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

### **Allergies**

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, AKM will make all reasonable efforts to meet the needs of all individuals.

## **D. The Use of Support Persons**

If a customer with a disability is accompanied by a support person, AKM will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations AKM will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

### **Admission Fees**

It is the policy of the AKM not to charge a support person for admission to the premises AKM.



## **E. Notice of Disruptions in Service**

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of AKM. In the event of any temporary disruptions to facilities or services that customer's with disabilities rely on to access or use AKM's goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

In the event that a notification needs to be posted the following information will be included unless it is not readily available or known:

- Goods or services that are disrupted or unavailable;
- Reason for the disruption;
- Anticipated duration; and
- A description of alternative services or options.

### **Notification Options**

When disruptions occur AKM will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the Front Desk and/or on the AKM website;
- contacting customers with appointments;
- verbally notifying customers when they are making a reservation or appointment; or
- by any other method that may be reasonable under the circumstances.

## **F. Customer Feedback**

AKM shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

### **Submitting Feedback**

Customers can submit feedback to:

Museum Operations Manager  
+1 416.646.4677 ext. 7764  
Aga Khan Museum  
77 Wynford Drive  
Toronto, Ontario  
M3C 1K1  
[elizabeth.mcarthur@akdn.org](mailto:elizabeth.mcarthur@akdn.org)

Customers who wish to provide feedback by completing an onsite customer feedback form or verbally can do so to any AKM employee at the Front Desk.

Customers who provide formal feedback will receive acknowledgement of their feedback if contact information has been submitted.



## **G. Training**

Training will be provided to:

- All employees, volunteers and contractors who deal with the public or other third parties that act on behalf of AKM; and
- All employees who are involved in the development and approval of customer service policies, practices and procedures.

### **Training Provisions**

As reflected in Ontario Regulation 429/07, regardless of the format, training will cover the following:

- A review of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005.
- A review of the requirements of the Accessibility Standards for Customer Service, Ontario Regulation 429/07.
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:  
use assistive devices;  
require the assistance of a guide dog, service dog or other service animal; or  
require the use of a support person (including the handling of admission fees).
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities.
- Instructions on what to do if a person with a disability is having difficulty accessing your services.
- AKM's policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities.

### **Training Schedule**

AKM will provide training to new employees, volunteers, and contractors who deal with the public or act on our behalf during orientation. Revised training will be provided in the event of changes to legislation, procedures and/or practices.

### **Record of Training**

AKM will keep a record of training that includes the dates training was provided and the number of employees who attended the training.

## **H. Notice of Availability and Format of Documents**

AKM shall notify customers that the documents related to the Accessibility Standard for Customer Service are available upon request and in a format that takes into account the customer's disability. Notification will be given by posting the information at the Front Desk, AKM's website and/or any other reasonable method.